



Transcona Minor Hockey
Association Inc.

BY-LAWS

As Revised and Amended May 23, 2017

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TRANSCONA MINOR HOCKEY ASSOCIATION

TMHA BY-LAWS

BY-LAW No. 1: DUTIES OF THE PRESIDENT

- a) A signing officer of the Association.
- b) Preside at all meetings.
- c) Exercise the powers of the Executive in case of emergency situations.
- d) Form a nominating committee one month prior to the AGM.
- e) Be the representative for the Association to Hockey Winnipeg.
- f) In the event of a tie vote, shall cast deciding vote.
- g) Shall chair the Transfer and Age Advancement Committee
- h) Shall receive and honorarium, the amount to be determined at the final General Meeting held prior to the AGM.

BY-LAW No. 2: DUTIES OF THE IMMEDIATE PAST PRESIDENT:

- a) Assist the Executive in rendering decisions based on his past knowledge of being the President of the Association.
- b) Assist the President in forming a nominating committee one month prior to the AGM.
- c) Exercise a vote as a member of the Executive Committee.
- d) Chair Elections at the Annual General Meeting.
- e) Maintains any changes to the Articles, By-laws and Operating Procedures of this Constitution annually and have all changes completed and printed by August 31 of the upcoming hockey season.

BY-LAW NO. 3: DUTIES OF THE VICE-PRESIDENT

- a) A signing officer of the Association.
- b) Assume any of the duties of the President, in the absence of the President
- c) May sit on any and all Committees as a non-voting participant in an effort to familiarize themselves with the working operation of the Association.
- d) Exercise a vote as a member of the Executive Committee.
- e) Active member of the AA Hockey Organization.

BY-LAW NO. 4: DUTIES OF THE TREASURER:

- a) A signing officer of the Association.
- b) The Treasurer will form a budget committee consisting of the following participants to set all fees necessary to administer the association: *President, Ice Director, Secretary, Registrar and one (1) representative from each Community Centre.*
- c) The year-end of the Association will be June 30th.
- d) The Treasurer shall be the chairperson of the Budget Committee.
- e) The Treasurer will be paid an honorarium of \$500.00 per year.
- f) Exercise a vote as a member of the Executive Committee.

BY-LAW NO. 5: DUTIES OF THE SECRETARY:

- a) Conduct under the guidance of the President all the office correspondence of the Transcona Minor Hockey Association.
- b) Issue notices and minutes of all meetings.
- c) Record minutes of the Executive General, Special and Annual Meetings.
- d) Keep an up-to-date record of all members and/or their representatives.
- e) Exercise a vote as a member of the Executive Committee.

BY-LAW NO. 6: DUTIES OF THE DIRECTOR OF AA HOCKEY:

- a) Represent TMHA within the AA Hockey Organization.
- b) Shall act as a liaison for the TMHA at Hockey Winnipeg AA Council Meetings.
- c) Will share the responsibility of maintaining and managing all equipment belonging to the AA program.
- d) Exercise a vote as a member of the Executive Committee.

BY-LAW NO. 7: DUTIES OF THE REGISTRAR

- a) The registrar shall set a date for general hockey registration by August 1 with the Registration Committee consisting of all the Hockey Directors of all the participating Community Centers.
- b) The Registrar will chair the Registration Committee consisting of Hockey Directors from participating Community Centers, at any and all meetings of the registered teams necessary to administer the registration.
- c) Exercise a vote as a member of the Executive Committee.
- d) Shall receive an honorarium, the amount to be determined at the final General

Meeting held prior to the AGM.

BY-LAW NO. 8: DUTIES OF THE DIRECTOR OF A HOCKEY

- a) The Director shall conduct their Division in accordance with the rules and by-laws of Hockey Winnipeg
- b) Exercise a vote as a member of the Executive Committee.
- c) Director of A hockey shall chair Coaches Selection Committee.
- d) Shall act as liaison between TMHA, A Council and East League meetings.
- e) Shall receive an honorarium, the amount to be determined at the final General Meeting held prior to the AGM.

BY-LAW NO. 9: DUTIES OF THE TEAM OFFICIALS CONDUCT DIRECTOR:

- a) Responsible for arranging certification clinics for all team officials.
- b) Shall review all incident complaints and write-ups on team officials and decide on the dispensation of the incidents.
- c) Direct, co-ordinate and chair disciplinary meetings and inform the executive as to the decisions and actions taken.
- d) Respond to all written complaints.
- e) Temporarily suspend and team official(s) pending appearance before a suspension committee.
- f) Shall sit on the Coaches Selection Committee.
- g) Hold up to three (3) meeting per year with team officials from all the community centres.
- h) Exercise a vote as a member of the Executive Committee.
- i) Shall form a Suspension Committee no later than October 1st of each year. This committee will be comprised of one hockey convener from each of the community clubs in Transcona.

BY-LAW NO. 10: DUTIES OF THE REFEREE-IN-CHIEF:

- a) Select referees for up-coming hockey season.
- b) Shall act as liaison between TMHA and Referee-in- Chief of Hockey Winnipeg.
- c) May referee for TMHA
- d) Exercise a vote as a member of the Executive Committee.
- e) Shall sit on Coaches Selection Committee
- f) Referee-In-Chief will be paid an honorarium of \$400.00 per year and \$15 for each Official's assessment completed signed and dated by Referee-in-Chief and the

official being assessed and then submitted to TMHA twice a year (once in the first half, again in the second).

BY-LAW NO. 11: DUTIES OF THE ICE DIRECTOR

- a) The Ice Director will administer all ice allocated to the Association for minor hockey
- b) Participates at the East League scheduling meeting.
- c) Shall be paid an honorarium of \$500.00 per year.
- d) Exercise a vote as a member of the Executive Committee.

BY-LAW NO. 12: DUTIES OF THE OFFICIALS ASSIGNER

- a) Responsible for assigning game officials (referees, linesmen and timekeepers) to all sanctioned hockey events, including exhibition games, league games and tournaments.
- b) Document all specific details of officials and track which games were assigned and submit documentation to the treasurer for payment to the officials twice per year, the first week of December and upon completion of play-offs.
- c) This position receives an honorarium of \$1000.00 per year.
- d) Exercise a vote as a member of the Executive Committee.

BY-LAW NO. 13: HOUSE LEAGUE DIRECTOR (6 & UNDER, 7/8)

- a) Liaison with each community centre to administer the program for TMHA.
- b) Exercise a vote as a member of the Executive Committee.

BY-LAW NO. 14: FEMALE HOCKEY DIRECTOR

- a) Liaison with other minor hockey associations to administer the female hockey program in accordance with the rules and by-laws of Hockey Winnipeg.
- b) Attends Hockey Winnipeg Female Council Meetings.
- c) Exercise a vote as a member of the Executive Committee.

BY-LAW NO. 15: FUNDRAISING/COMMUNICATIONS DIRECTOR

- a) Responsible for planning, development and implementation of all community related programs, events or communications related to TMHA
- b) Liaison with the community centre representatives to ensure support of all fundraising

programs and events involving community members.

- c) Maintain and update all of the association's electronic and social media content accounts and contracts
- d) Ensure all of the association's logos are used in a consistent and professional manner. (TMHA, REGENTS).
- e) Research, organize and implement apparel, photography and uniform fittings for all Transcona Regents teams.
- f) Be an active member in the community
- g) Exercise a vote as a member of the Executive Committee.

BY – LAW NO 16: RAILER EXPRESS REPRESENTATIVE

- a) Act as a liaison between the Railer Express team and TMHA.
- b) Exercise a vote as a board member.

BY-LAW NO. 17:

The Association will administrate all minor hockey in Transcona in accordance with the rules and regulations as set forth by Hockey Winnipeg, Hockey Manitoba and Hockey Canada.

BY-LAW NO. 18:

All Community Centres in Transcona will hold all hockey registrations at the same time, day or days at their community club and may include AA hockey registration.

BY-LAW NO. 19:

To act on all transfers and/or amalgamations to ensure more complete participation in Transcona.

BY-LAW NO. 20:

Player's transferring from open zone must apply in writing to TMHA for permission to play hockey in Transcona.

BY-LAW NO. 21:

The By-Law Rules and Regulations of Hockey Winnipeg will prevail in the event of a dispute between the By-Laws of the Transcona Minor Hockey Association and any

individual or group.

BY-LAW NO. 22:

Boundaries of each Community Centre are the adopted boundaries as outlined on the website for GCWCC (General Council of Winnipeg Community Centres)

BY-LAW NO. 23:

Boundaries of the TMHA shall extend to the boundaries of all voting members within the Association.

BY-LAW NO. 24:

All participants must register at their home Community Centres and present their copy of the registration prior to being allowed to try-out for an AA Hockey Team.

BY-LAW NO. 25:

Any player playing in any other league is not allowed to play within the scope of the Association.

BY-LAW NO. 26:

Where any situation or matter arises that requires the immediate attention of the Executive and it is not possible to summon a meeting of the entire Executive, the President together with any four (4) other members of the Executive may consider and decide the matter but any such decision is subject to the ratification by a majority of the Executive.

BY-LAW NO. 27:

An Executive Committee may be appointed each year and will consist of the President, Immediate Past President, Vice President, Secretary, and Treasurer. In absence of any of these members, the A Director shall attend.

BY-LAW NO. 28:

The Coaches Selection Committee is chaired by the A Director and will consist of two elected executive members of TMHA; the Team Officials Conduct Director and Referee-in-Chief (or delegates), and two (2) voting delegates from each community centre who are elected board members of East End CC., Park City West CC., Oxford Heights CC. and South Transcona CC. They are responsible for the selection of coaches for the A Hockey Program, except female hockey. This committee shall be governed by the TMHA Coach Selection Process document.

The framework for the Coach Selection process will outline:

Selection Criteria – Certification and Training, Coaching experience, playing experience, relationships

References and Interview

Selection Committee

Selection Process

Assistant Coaches

BY-LAW NO. 29:

In the playing of hockey under the jurisdiction of the TMHA, the rules to be used are contained in the Official Rule Books of Hockey Winnipeg, Hockey Manitoba, and Hockey Canada.

BY-LAW NO. 30: DUTIES OF THE CHAIRPERSON OF A COMMITTEE:

- a) Shall preside over all Committee meetings.
- b) In the event of a tie vote they shall cast the deciding vote.

BY-LAW NO. 31:

TMHA will implement a Code of Conduct Policy that provides a positive and respectful hockey experience for all participants; players, coaches, officials, parent(s), caregiver(s), spectators and volunteers. All participants will be provided with a safe and sportsmanlike environment where individuals or groups of individuals are free from abuse, discrimination, harassment, bullying and inappropriate behavior, as defined by this policy, in any form, will not be tolerated. TMHA will make every reasonable effort to respond quickly and effectively to complaints or disclosures of inappropriate behavior.

The framework for the Code of Conduct Policy will outline the following:

Role of the Parent Liaison

1. Team's Code of Conduct Form (to be signed by players, coaches, parent(s), caregiver(s), and volunteers.
3. Scope of the Code of Conduct Policy
4. Definitions for Inappropriate Behaviour
5. Process for Issuing Complaints and Disclosures
6. TMHA Response to Complaints and Disclosures
7. TMHA Rulings and Remedies
8. Appeal Process